



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

June 18, 2009

Mary E. Perillo, President  
Perillo Industries dba Century Electronics  
2150 Anchor Court  
Newbury Park, CA 91320

Dear Ms. Perillo:

RE: FINAL MONITORING REPORT for Century Electronics – ET07-0303

Date of Visit	06/17/09
Time of Visit	10:30 a.m. – 1:00 p.m.
Location of Visit	Newbury Park
Persons in Attendance	Isabel Vollowitz, Contracts Administrator, Century Electronics Naomi Weingart, ETP Contract Analyst
Date of Last Visit	07/10/07
Action Required	No

## CONTRACT INFORMATION

Term of Agreement	03/06/07 – 03/05/09	Agreement Amount	\$48,906
Type of Trainee	Retrainee	Number to Retain	33
Training Start Date	05/01/07	Range of Hours	24-200
Date Training Must Be Completed	12/05/08	Weighted Avg Hrs	57

## FINAL REPORT SUMMARY

### *Project Statistics Provided by the Contractor*

Trainees Started Training	18	Completed Training	18
Trainees Enrolled	25	Completed Retention	18
Dropped Following Enrollment	0	In Retention Period	0
No. Completed Minimum Reimbursable Hours	18		

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ETP (04/15/05)

Final Report Summary (continued):

This Fast Track Agreement was approved by the Panel in February 2007. Training began May 1, 2007 and ended November 25, 2008. A Modification was approved in November 2007 to add health benefits and bonus language to the Agreement; a second Modification was approved in March 2008 to add Literacy Skills to the curriculum and increase the number of trainees to be retrained, which actually decreased the funding by \$780.

According to your records, you trained, retained, and submitted final invoices for 18 employees who completed a total of 1,974 class/lab training hours for potential reimbursement of \$51,324, or 105% of the encumbered amount. To date, you have been reimbursed \$39,289.50 in progress and final payments, leaving a balance of \$9,616.50 if ETP Fiscal finds that all trainees meet all ETP performance requirements.

Ms. Vollowitz reported that as a direct result of training, Century Electronics received its AS9100 certification, which places the company in good standing with its customers, and should help improve business. Management has noticed better internal workflow and the implementation of time and cost saving processes as a result of the Lean Manufacturing courses. In addition, staff has displayed more confidence and skill doing their individual jobs, interfacing with other workers, and dealing with clients. VESL provided enhanced English language skills and, consequently, increased job responsibilities for those who took the classes.

Ms. Vollowitz indicated that training classes were scheduled by several different people throughout the organization, and felt that the program would have run more efficiently with more centralized oversight. In addition, the training schedule was affected by company's move from Westlake Village to Newbury Park. Otherwise, Ms. Vollowitz stated that the ETP online systems were user-friendly, that reports were especially helpful, that she had no particular problems with ETP record keeping, and that monitoring was adequate.

**ATTENDANCE ROSTERS**

The Monitor reviewed complete class/lab records for 14 trainees and found that ETP requirements were met and properly documented on the sampling: the Training Plan was followed; the curriculum was provided as specified in Exhibit A of the contract; and the 1:20 trainer to trainee ratio was maintained.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. It is your responsibility to ensure that 100% of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22 California Code of Regulations, Section 4442).

**INVOICES**

The closeout invoice, which you submitted March 9, 2009, is pending at this time.

## **AUDIT**

Century Electronics will be notified in writing if this Agreement is selected for a field audit (conducted at your worksite) or a desk audit (conducted by telephone). Audit Notification and Confirmation letters will be sent in advance to allow ample preparation time, and will include a list of documentation that the auditor may examine. Original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters and sign-in sheets;
- Payroll records of individual trainees to verify wages and hours worked;
- Personnel records regarding occupations and dates of employment;
- Documentation of employer paid health benefits (if applicable); and
- Cash receipts to verify receipt and accounting of ETP funds.

## **RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-3633 or [nweingart@etp.ca.gov](mailto:nweingart@etp.ca.gov) if you have any questions or comments. Thank you for your participation in the ETP training program. We look forward to working with you again in the near future.

Sincerely,

*Signature on File*

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Wally Aguilar, Program Manager  
North Hollywood Regional Office

*Signature on File*

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Naomi Weingart, Contract Analyst  
North Hollywood Regional Office

Cc: Isabel Vollowitz, Contracts Administrator, Century Electronics (email)  
David A. Guzman, Chief, Audits & Program Operations Division (email)  
ETP Master File  
ETP Project File

Date report mailed to Contractor 06/19/09